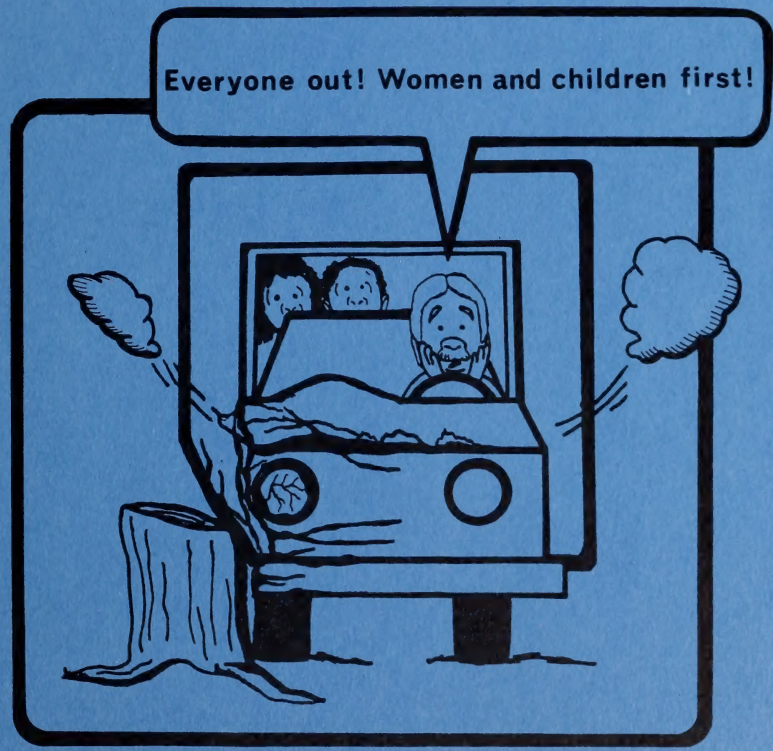


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# TRAINING MANUAL FOR DRIVERS OF THE DISABLED IN Alberta

MODULE 6

## Collision and Emergency Procedures



SDN  
229385





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## MODULE 6

### **COLLISION & EMERGENCY PROCEDURES**

#### **INTRODUCTION**

In certain situations you might be unable to avoid being involved in a collision no matter what action you take. In these instances it is critical for you to know how to handle the situation, because certain decisions must be made quickly. Taking the wrong actions may affect the type and severity of injury sustained. We would suggest that you give serious consideration to this module. Learn the various procedures and, in particular, discuss policy and procedures with other drivers and company officials.

#### **Pre-Crash Precautions**

There are some important pre-crash steps that you as a driver should take in order to improve your effectiveness in emergency situations.

1. Be aware of the location and use of emergency equipment;
  - know where each piece of equipment is located
  - be sure the items are in good working order
  - know how to use the equipment - flares, extinguisher, etc.
2. Take an approved first aid and cardio-pulmonary resuscitation course - it is too late to learn once an emergency takes place. The knowledge you gain can save lives.
3. Know how to call emergency personnel (police, ambulance, fire) to the scene. This involves knowing how to call as well as knowing what information they require. Include your precise location, the number of vehicles involved, the number and extent of injuries and the type of disaster that has or is likely to take place (fire, traffic congestion, etc.).
4. Wear your seat belts - Handicapped passengers will require assistance to evacuate. Your best chance of being able to provide this assistance rests with the wearing of passenger restraints provided.

5. Ensure that passengers are secured to the vehicle using tie downs and seat belts - this will reduce the chance of injury to passengers and therefore make the task of evacuation quicker and safer.
6. Know the emergency radio procedure within your organization.

### **Assessing the Scene of a Collision**

No two crashes are ever quite the same. Consequently, the circumstances of a particular collision will dictate the priorities for action on your part.

Assess a collision quickly and establish priorities. There are three separate things that require evaluation:

1. the condition of the scene
2. the types of injuries
3. the need for immediate treatment

It goes without saying that a crash scene is a very confusing place. Most people tend to run around trying to be helpful, but do not really know what to do. Therefore, it is essential that **YOU** be prepared to take control and establish priorities for action.

In all cases, your first concern must be to remove your passengers from the threat of further danger.

#### **NOTE:**

Since, in many cases, your passengers will be unable to exit the vehicle without assistance, it is imperative that you remain conscious and alert. To increase the likelihood of this, you should always wear the safety belt provided, properly adjusted.

**NEVER** begin first aid treatment until the further safety of everyone is assured. Because of the mobility problem of your passengers, you will probably require assistance. Do not hesitate to request help from a passer-by.

Your second priority is the treatment of injured persons. The types of injuries that could be incurred are numerous, and we strongly suggest that you take an approved



first aid and cardio-pulmonary resuscitation course. However, three types of injuries require prompt attention.

1. Blocked Airway or Stoppage of Breathing - Most people can be saved if they start breathing on their own or artificially within 2 minutes. If breathing has been stopped for 5 minutes, there is only a 25% chance of saving the victim.
2. Severe Bleeding - If a person is bleeding profusely, shock or death may result.
3. Shock - Death may result if not treated promptly even though the injury which caused the shock is not severe enough to cause death. Shock may result from injuries not readily apparent or even without physical injury.

### **Priority of Treatment**

Because of your passengers physical ailments or inability to communicate, injuries may be severe but not easily recognized. As a guideline, treat those who have stopped breathing first, then move quickly to those who are bleeding but still have a chance for survival. Except in situations of continuing danger or physical impracticality, treat the persons where they are found and utilize the assistance of those on the scene where feasible.

### **Securing & Protecting the Collision Scene**

As just discussed, the first action you must always take at the scene of a collision is to remove people from further danger. What you actually do in a given situation will depend primarily on the crash scene itself.

There are a number of factors which will dictate what you should do and can do:

1. Condition of the vehicle
  - is it operational?
  - is it on fire or in danger of catching on fire?
2. The position of the vehicle
  - in the middle of the road
  - in the ditch
  - on its roof
  - etc.

3. The position of other vehicles
4. The presence of pools of gasoline, flammable liquids or gases
5. Your personal condition

As a general rule and under most conditions, DO NOT move the vehicle until directed to do so by a police officer. However, the safety of the others may depend on you moving the vehicle to avoid a further collision with oncoming traffic. In such cases, by all means, move the vehicle. The safest place to move it to is the extreme right of the roadway or shoulder of the roadway.

When the vehicle has come to rest, the following procedure is recommended:

1. Stop the vehicle completely, turn off the engine and remove the keys
2. Activate vehicle hazard warning lamps
3. Set parking brake
4. Reassure passengers
5. Set out flares, reflectors or warning lanterns in accordance with the law
6. Enlist a bystander to direct traffic (if necessary)

### **Evacuation of the Vehicle**

In most situations it is not necessary to evacuate the vehicle and, in fact, passengers will be safer if they remain inside. There are, however, two situations that will require you to evacuate:

1. Fire or danger of fire
  2. Unsafe position
- 
1. Fire or danger of fire - A vehicle should be stopped and evacuated immediately if the engine or any portion of the vehicle is on fire. Passengers should be moved at least 35 metres from the vehicle. Being near an existing fire and unable to move the vehicle away or near the presence of spilled gasoline or other combustible material should be considered as "danger of fire" and evacuation should be undertaken.



2. Unsafe position - If the vehicle is stopped for any reason, you must immediately determine whether it is safer for passengers to remain in the vehicle or to evacuate. You should evacuate if:

- a) the vehicle is stopped in the path of train.
- b) the stopping position may change and increase the danger. For example, if the bus were to stop near a cliff or water and still could move closer to the hazard.
- c) the vehicle is stopped in a place where there is danger of a collision such as over the crest of a hill or just around a curve which restricts visibility.

### **Evacuation Procedures**

Emergency evacuation is not a common procedure nor is it one that can easily be simulated. It is, therefore, compulsory that some basic guidelines become well known to you before the event. You are also encouraged to discuss "what if" questions with other drivers as well as with company supervisors, so that you can further ready yourself should you be required to evacuate.

Once you have decided that an evacuation is necessary, you must then decide **HOW** it is to be done. Again, each situation will vary, and how you evacuate must be the least hazardous to your passengers, helpers and other road users. Two degrees of evacuation can be considered:

1. An evacuation where time is afforded to remove the passengers.
  2. An evacuation where the danger is immediate and speed is of the utmost importance.
- 
1. Situations could exist whereby you determine that an evacuation is necessary even when the danger is **not** immediate. Examples may include where the vehicle has stalled on a railway track but where there is no indication of a train, or where, after a collision, there is the strong smell of gas but no apparent fire. In these cases the following guidelines should be followed:
    - a. stay calm
    - b. use the vehicle's two-way radio to advise of your situation and request assistance
    - c. reassure the passengers
    - d. acquire help from passers-by and assign them specific jobs

- e. assist ambulatory passengers first
  - f. leave via the quickest and safest exit - this may be the lift or ramp or it may be another exit
  - g. take passengers at least 35 metres from the vehicle in the direction of the least danger
  - h. leave extra parcels, clothing, etc., in the vehicle (unless required to protect passengers from severe weather conditions)
2. Other emergency situations may be envisaged where time is of prime importance. In these cases the exact procedure will vary depending upon circumstances, severity of injuries, availability of aid from passers-by, etc.

Once again, it must be stressed that you will have to play a key role and therefore must be alert and able. Your best chance in a crash situation exists when you are wearing seat belts. Since there is no way of knowing ahead of time when a collision is going to occur, you should wear seat belts at **all** times.

- a. Stay calm - you can accomplish nothing if you panic.
- b. Concentrate on removing people - wheel chairs, clothing, etc., should be left in the vehicle, if it is faster to remove the passengers only.
- c. Organize passers-by - look for able, mature individuals and assign them specific duties, such as directing traffic around the scene, calling fire, police and ambulance (as required), assisting in removing passengers from the vehicles, tending the injured, etc.
- d. Remove the passengers in the most immediate danger first.
- e. Remove the passengers who are the quickest and easiest next.



- f. In cases where severe injuries are suspected, remove passengers with the greatest chance for survival first.
- g. Move passengers at least 35 metres from the vehicle in the safest direction.
- h. Injured passengers should be handled as little as possible and placed in the most comfortable position to await first aid attention.
- i. Unless you can enlist the aid of passers-by so that several jobs can be done at once, take care of the emergency **BEFORE** notifying authorities.

### **Laws Relating to Motor Vehicle Collisions**

Should you become involved in a collision there are several requirements placed upon you by law. These are covered in this module. As well, your employer, the insurance company, etc., may expect you to provide specific information and exhibit certain behaviours. Learn from your company's policy with regard to collisions and follow it exactly.

### **CRIMINAL CODE OF CANADA**

You are liable to prosecution under the Criminal Code if you are in a collision with a "person, vehicle or cattle in the charge of a person and with intent to escape civil or criminal liability, fail to stop your vehicle, give your name and address and, where any person has been injured, offer assistance."

### **MOTOR VEHICLE ADMINISTRATION ACT**

You are liable to prosecution under Alberta's Motor Vehicle Administration Act if you are directly or indirectly involved in a collision on a highway and you fail to:

- a) remain at or immediately return to the scene of a collision.
- b) render all reasonable assistance.
- c) produce in writing to any one sustaining loss or injury, to any peace officer and to a witness,
  - 1. Your name and address
  - 2. The number of your operator's licence
  - 3. The name and address of the registered owner of the vehicle

4. The registration number of the motor vehicle
5. A financial responsibility card in respect to the vehicle (proof of insurance).

The M.V.A.A. further requires the driver of the vehicle that collides with an unattended vehicle to stop and:

- a) locate and notify the person in charge or owner of the unattended vehicle of the name and address of the driver, the number of his operator's licence and the registration number of the vehicle striking the unattended vehicle, or,
- b) leave in a written notice the above information in a conspicuous place in or upon the vehicle collided with.

You **must** report a collision that results in injury or death to a person or in property damage to an apparent extent of \$500.00 or more, to a peace officer.

You **must** report forthwith, any damage to the nearest peace officer if you are the driver of a vehicle that damages or knocks down:

- a) a traffic control device
- b) a railway sign or signal
- c) a traffic sign of any kind
- d) a parking meter



### **Recommendations**

As well as the obligations you will have imposed upon you by law and by other agencies, there are a few other things that should be kept in mind. In any collision regardless of severity or charges, a settlement may take several months or even years. Although you may feel that you will always remember what happened, your memory will fade with time. To counter this, it is important that you make as many notes and diagrams as you can. Begin as soon as possible after the event and include details such as:

Time

Date

Temperature

Weather condition

Road condition

Traffic conditions

Statements of others

Direction of travel

Action of other vehicles

Witness names and addresses

Condition of other vehicles (cracked  
windshields, previous damage, etc.)

Diagram

Apparent condition of other driver(s)

You are a representative of your company; in the event of a collision you will not gain any respect or advantage by arguing with other people who are involved with you. Remain calm and reserve any comments you might have for the police or your supervisor.

**SUGGESTED CRASH REPORT**

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Your Vehicle Number \_\_\_\_\_ Plate No. \_\_\_\_\_

Make \_\_\_\_\_ Year \_\_\_\_\_

Insurance Policy & Co. \_\_\_\_\_

Damage \_\_\_\_\_ Estimated Cost of Repair \_\_\_\_\_

Driver's Name \_\_\_\_\_ Operator's licence No. \_\_\_\_\_

Driver's Address \_\_\_\_\_

Injuries \_\_\_\_\_

Passenger Names \_\_\_\_\_

Passenger Addresses \_\_\_\_\_

Injuries \_\_\_\_\_

**Vehicle 2**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Licence No. \_\_\_\_\_ Damage \_\_\_\_\_

Insurance \_\_\_\_\_ Expiry Date \_\_\_\_\_

Driver \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Operators Lic. No. \_\_\_\_\_

Injuries \_\_\_\_\_

Passengers \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Witnesses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Collision \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagram



Police Officer \_\_\_\_\_ Badge No. \_\_\_\_\_  
Rank \_\_\_\_\_ Dept. \_\_\_\_\_  
Report Number \_\_\_\_\_  
\_\_\_\_\_

## Review Questions

### Module 6

1. What can you, as a driver, do before a crash to improve your effectiveness in an emergency situation?

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2. In assessing the scene of a collision, what three things require evaluation?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. What are the situations that will require you to evacuate the vehicle?

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4. When evacuating, how far, and in what direction should the passengers be taken?

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5. Why is it important for the driver to wear seat belts?

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6. What must a driver who becomes involved in a collision do by law?

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7. If you are involved in a collision, what details should you include in your notes?

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## NOTES





This material was prepared by Alberta Transportation for use by drivers who are involved in the transportation of the disabled.

**For additional information contact:** Alberta Transportation  
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